



FEAFFA GRANT REPORT

Period: 1st January 2010- 31st March 2010

Project Title

Strengthening FEAFFA to become a self sustaining regional business association effective in championing the growth and development of an efficient, professional, self-regulated and competitive freight logistics industry
Objective

Grant Number

FEA-STA-010-012

Project duration

1st January 2010- 31st December 2011

Grant objectives

- To provide secretariat infrastructure for FEAFFA.
- To provide a regional focal point for the freight logistics industry in the EAC region.
- Enhance professionalism, capacity development through training, self regulation, adoption of industry standards etc
- Enhance participation of women in the industry
- To collect , collate and disseminate information
- To broaden FEAFFA membership to include industry associations from other countries in the region, corporates etc
- To advocate for a better business environment in the industry.

| Activity | Objective | Status | Comments |
|-----------------------|---|--|----------------------|
| Opening Bank accounts | To open two bank accounts (USD and KSHS) specifically for the COMPETE grant funds | Two bank accounts opened and operational from February 2010. Both accounts are held by Kenya Commercial Bank, Sarit Centre Branch in Nairobi with the name FEAFFA- | Accounts operational |

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| | | CHEMONICS. Initial advance of USD 38,000.00 was credited to the USD account on 23 rd February 2010 | |
| Lease of office space | To lease office space for the federation to house the Secretariat | Office space yet to be leased | Suitable space had been identified in March; letter of offer issued and was processes of finalizing the lease for occupation on 1 st April 2010. Landlord informed on the very last days that the space could not be available from 1 st April. Alternative premise to be leased in April |
| Furnishing and equipping | To provide necessary office facilities (infrastructure) | Specifications developed, quotations invited and received. | Procurement to be concluded in April once the office is leased. |
| Recruitment of staff | Staffing of the Secretariat with the requisite staff | Regional Executive Officer contracted effective 1 st February 2010. Accountant recruited effective 1 st April 2010 | The Accountant is under the payroll of FEAFFA but will be shared with KSC. On its part, KSC is to hire and pay an IT officer who will be shared with FEAFFA. FEAFFA will therefore not need to recruit an IT officer but will instead hire a Communication and Advocacy Officer. An administrative assistant is also being hired. Job descriptions have been prepared for the two positions and vacancies advertised through the national associations affiliated to FEAFFA and Embassies of EAC member states in Nairobi. |
| Strategic retreat. Was attended by eight members of the Board, the Regional Executive Officer and facilitated by consultants provided by COMPETE | To develop a strategic plan for the Federation to guide its activities in the next three years. | Strategic and work plan for the Federation for the next three years developed. | Activities (work plan) of the Federation being aligned to the strategic plan. |
| Website development | To provide a media for real-time dissemination of information. | Specifications for the website developed and quotations sought. | Evaluations of quotations and award of contract to be done in April. Web development to commence April 2010. |
| Development of EAC One Stop Border Posts (OSBP) legal framework | To provide legal framework to facilitate operationalisation of the OSBPs in the Region | FEAFFA actively involved in the development of the OSBP legal framework. Two workshops held. Draft legal instrument development and awaiting legislation | The process is still ongoing and the next meeting of the technical committee scheduled for 19-20th April in Arusha and FEAFFA will be participating. |

Submitted

J. K. MATHENGE
REGIONAL EXECUTIVE OFFICER
16th April 2010